

City of Coquitlam

Request for Proposals

RFP No. 21-011

# Town Centre Fire Hall Roof Replacement

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**Appendix A Specifications**

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**[PROPOSAL SUBMISSION FORM](#)**

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 21-011</b> <b>Town Centre Fire Hall Roof Replacement</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified and experienced firms for the provision of <b>Town Centre Fire Hall Roof Replacement</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday, March 23, 2021</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 5 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	The City's <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> , the City's General Conditions, and the City of Coquitlam's Supplementary General Conditions to the CCDC2-2008 will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“Agreement” “Contract”** means the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

**“Consultant”** means the independent professional roof application firm contracted by the City to provide specifications and Contract compliance for the project

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

**“City” “Owner”** means City of Coquitlam;

**“Drawings”** means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

**“Project Manager”** means the City staff member appointed to coordinate the work;

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“RCABC”** means the Roofing Contractors Association of British Columbia;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met;

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

## 1 INSTRUCTIONS TO PROPONENTS

### 1.1 Purpose

The City requests proposals from qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Town Centre Fire Hall Roof Replacement** (the 'Services') as outlined in **Section 3 – Scope of Services**.

### 1.2 Mandatory Site Meeting

A mandatory site meeting is scheduled as listed below; **attendance is mandatory**.

MANDATORY SITE MEETING	
PROCESS	Due to COVID 19 the City will be following mandatory Provincial Health Guidelines for carrying out the site meeting.
DATE:	<b>Thursday, March 11, 2021</b> Date and time and number of site meetings will be confirmed after the RSVP deadline in order to adhere to COVID-19 measures.
LOCATION:	<b>Town Centre Fire Hall</b> 1300 Pinetree Way **Proponents are to meet in guest parking lot**
TIME:	9:00 AM or 10:15 AM
ATTENDANCE:	Limit of 1(one) representative per prospective Proponent. <b>Maximum number of in-person per site meeting is 8 people.</b>

Due to COVID 19, the City requests that Proponents email the City to register for the site meeting. Based on registration numbers, **the City may have multiple site meetings times to ensure proper social distancing and to ensure the safety of all in attendance**. The City of Coquitlam will adhere to proper provincial Covid-19 measures and ensure physical distancing and minimal sized gatherings are in place.

\*\* Proponents are asked to bring a mask to adhere to provincial COVID-19 measures while indoors\*\*

Proponents are to confirm attendance by 5:00pm on Tuesday, March 09, 2021 via email to [bid@coquitlam.ca](mailto:bid@coquitlam.ca).

Multiple site meetings times will be conducted if there is a large expression of interest. Interested parties should be prepared to attend one of the mandatory site meetings. No questions will be answered during the mandatory site visit(s); questions are to be submitted to [bid@coquitlam.ca](mailto:bid@coquitlam.ca), and an addendum will be issued to answer all questions and ensure consistency between meetings.

### 1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

#### 1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

- 1.4.1 Proponents are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the Work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.

Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.

- 1.4.2 Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- 1.4.3 It shall be the responsibility of the Proponent, by personal inspection of the site of the works, examination of the contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the Work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site and the Work they shall signify by entering into the Contract that they are willing to assume all risk of the Work proving more onerous than was contemplated and/or assumed when the City Purchase Order (PO) is issued.
- 1.4.4 A complete set of contract documents will include:
- a) Request for Proposals Documents
  - b) Proposal Submission Form
  - c) Technical Specifications and Drawings – Appendix A Specifications
  - d) Appendix B City of Coquitlam's Supplementary General Conditions
  - e) Appendix C Hazardous Materials Report
  - f) Addenda as issued

Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

- 1.4.5 All information requested for the Proposal are to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, will be considered an improper Proposal and may be rejected.
- 1.4.6 Responses or notations to a Request for Proposal submission which provides a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.
- 1.4.7 The selected Proposal shall include supply all materials and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- 1.4.8 Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- 1.4.9 The Proponent is to indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.

## 1.5 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

**1.6 Requested Departures**

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City will evaluate those departures as per Evaluation Criteria.

**1.7 Evaluation Criteria**

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	35
Technical	30
Financial and Value Added	35
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

**Corporate Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, capacity and resources
- Qualifications
- Suppliers
- Sub-contractors
- References
- Key Personnel on project team, qualifications and experience

**Technical**

- Methodology, delivery set-up and execution of the work
- Disposal and Reuse
- Compliance with the preferred specifications
- Schedule and Completion Date
- Quality Assurance and Safety
- Warranties
- Risk Mitigation
- Departures listed

**Financial and Value Added**

- Total Price,
- Value Added Benefits
- Sustainable Benefits and Social Responsibility



These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

## 1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) Enter into a Contract with the City using the CCDC 2-2008 document supplemented by the City's Supplemental General Conditions to CCDC 2-2008..
- a) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- b) A **CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:
  - i. **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE BID PRICE;**
  - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.**

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

**\*\*A BID BOND IS NOT REQUIRED for this Project\*\***

**1.9 Examination of Proposal Documents and Worksite**

The Proponent must carefully examine the Proposal Documents and worksite. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Site Visit and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

**1.10 Qualifications**

Proponents submitting a response to this RFP are to be a member in good standing of the Roofing Contractors Association of British Columbia and/or the National Roofing Contractors Association and utilize professional qualified personnel.

## 2 GENERAL CONDITIONS OF CONTRACT

### 2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City's Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City, the totality of which will constitute the Contract.

### PROJECT SPECIFIC TERMS AND CONDITIONS

### 2.2 Permits Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

### 2.3 On-Site Hazards and Utilities Present

- i. The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.

### 2.4 COVID 19

#### \*\*\*\*\*COVID - 19 Site Safety Requirements\*\*\*\*\*

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>
- <http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>
- [Contractor COVID-19 Info Sheet](#)
- Proponent to submit COVID safety plan and workplace health requirements for Fire Department review and approval
- Daily health forms are to be completed and submitted for all trades – available on site.

### 3 SCOPE OF SERVICES

#### 3.1 Scope of Services

The City is seeking Proposals from accredited roofing contractors, (preferably Roofing Contractors Association of British Columbia (RCABC) or National Roofing Contractors Association (NRCA) accredited) to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for **Town Centre Fire Hall Roof Replacement**.

Also Refer to:

- **Appendix A Specifications**
- **Appendix B City of Coquitlam's Supplementary General Conditions**
- **Appendix C Hazardous Materials Report**

#### 3.2 Location

The address is:  
Town Centre Fire Hall  
1300 Pinetree Way  
Coquitlam, BC

**\*NOTE: Contractor parking for Town Centre Fire Hall will be limited to two (2) stalls in the guest parking. All other contractor parking will be at off-site pay lots nearby.**

#### 3.3 On Site Requirements

The following will apply to Contractors and Sub-Contractor while working on site:

- No on site washroom available
- Location of site storage of materials and waste bins to be coordinated after award.
- No disturbance of emergency operations permitted, including but not limited to, no blocking of fire lanes & overhead doors.
- Hot works and fire watch procedures to be in accordance with BC Fire Code 2018 requirements.
- Propane storage shall be in accordance with the BC Gas Safety Regulation and cylinders shall not be stored on building roofs overnight.
- Electronic and technological equipment located on roofs including but not limited to antennae and wiring shall not be disconnected or damaged by heat from contractor tools and equipment.
- Provincial regulations for crane and hiab truck safety shall be followed, including the use of barriers and safety watch, when in use.
- No smoking on-site permitted.
- All trucking (including delivery) to and from site to be coordinated with City Project Manager

#### 3.4 Reference Standards

All Work is to be completed by professional qualified Journeyman technicians and Apprentices under the direct supervision of a Journeyman technician. Roof system is to be installed to the RCABC standards.

The Contractor shall comply with all building codes, by-laws, regulations, directives and ordinances having jurisdiction as set forth and mandated by Federal, Provincial and Municipal Authorities in effect and applicable to the Services required.

The following standards at a minimum shall apply:

- BC Building Code
- Canadian Standards Association (CSA)
- Roofing Contractors Association of BC (RCABC)
- BC Plumbing Code
- BC Fire Marshal
- National Building Code of Canada
- National Fire Protection Association

### 3.5 Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval.

All Services are to be performed in compliance with City Bylaws.

The Contractor may apply for exemptions to the noise by-laws to work weekends. The City does not guarantee exemptions will be granted. No shift premiums will be paid for weekend work.

Required vacuum related work must adhere to noise bylaw regulations

### 3.6 Progress Report

The Contractor is to provide weekly progress reports to the City's representative.

### 3.7 Equipment, Materials and Workmanship

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractor's ability to provide the services agreed to.

All materials to be new. Contractor is responsible for delivering and storing of materials in original, unopened packaging, inclusive of all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractor's expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

The Contractor shall be experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work. Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the Services.

All Work shall be performed by skilled, qualified and experienced trade's personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 21-011

### Town Centre Fire Hall Roof Replacement

Proposals will be received on or before 2:00 pm local time on

**Tuesday, March 23, 2021**

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the "Subject Field" enter:** RFP Number and Name

**2. Add files in .pdf format and "Send"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

### **PROPOSAL SUBMISSION FORM**

**Complete and return this section and attach Consent of Surety**

Submitted By: \_\_\_\_\_

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

## 1. PRICE

These rates are all inclusive without limitation, including all loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, disposal, overhead and profit.

### 1.1. Schedule of Values

Line Item	Section of Work	Price (exclude GST)
.1	MOBILIZATION AND DEMOBILIZATION	\$
.2	DEMOLITION, REMOVAL AND DISPOSAL	\$
.3	ROOF	\$
.4	LABOUR TO INSTALL ROOF	\$
.5	FLASHING & METAL WORK	\$
.6	Sopraiso HD COVER BOARD (per full sheet installed)	\$
.7	PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE	\$
.8	LABOUR AND MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE	\$
.9	<u>OTHERS NOT LISTED ABOVE</u>	\$
.10	<u>OTHERS NOT LISTED ABOVE</u>	\$
	<b>TOTAL PRICE (exclude GST)</b>	\$

## 2. FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

### 2.1. Contractors Current Own Forces Labour Rates

The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account evaluation.

The labour rates below are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

For the purposes of the above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in 3.2 Equipment Rates.

Line Item	Labour Category	Straight Time/hr (exclude GST)	Overtime Rate/hr (exclude GST)
1.	Project Manager	\$	\$
2.	Site Superintendent	\$	\$
3.	Foreman	\$	\$
4.	Carpenter	\$	\$
5.	Roofer	\$	\$
6.	Labourer / Helper	\$	\$
7.	Other (not listed above)	\$	\$
8.	Other (not listed above)	\$	\$

## 2.2. Equipment Rates

The Proponent is to provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

The Proponent acknowledges and agrees that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate shall only be charged.

Line Item	Equipment Classification	Hourly Rate (exclude GST)	Specify Make and Model
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	



### 3. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

### 4. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

### 5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

#### 5.1. Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City:

#### 5.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

## 6. CORPORATE PROFILE

Proponent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.)

## 7. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their capacity to take on the Work in this RFP with respect to manpower and other contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City.:

- b) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

## 8. SUB-CONTRACTORS

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Line Item	Trade	Subcontractor's Legal name and Contact Number	Qualifications/Certifications
.1			
.2			
.3			
.4			
.5			
.6			

## 9. QUALIFICATIONS

Proponent is to state if it is a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association:

Member in Good Standing	Yes/No
Roofing Contractors Association of BC	
National Roofing Contractors Association	

Proponent is to confirm its staff are experienced, qualified and possess the appropriate trade certifications or qualifications to perform the Services:

Yes ☐ No ☐

## 10. KEY PERSONNEL

The Proponent's key personnel proposed for this project:

Name	Position	Experience and Qualifications	Years with your organization

## 11. SUPPLIERS

The Proponent proposes to supply the various products for the Work from the following suppliers:

PRODUCT	MANUFACTURER	SUPPLIER

## 12. WARRANTY

Provide warranty information on roof and components:

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### 13. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity. Provide current references that the City may contact to verify successful performance of the Services.

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Description of Contract</b>	
<b>Year Started</b>	
<b>Year Completed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

### 14. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

**Delivery, set-up and execution of the work** – Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

**Quality Assurance** – Provide the measures the proponent will use to maintain quality control for the Services being performed.

**Risk Factors** – Describe the risk factors anticipated and how the Proponent intends to mitigate these.

**Safety** – Proposal is to provide how the Proponent would address safety on the work site.

<b>Delivery, set-up and execution</b>
<b>Quality Assurance</b>
<b>Risk Factors</b>
<b>Safety</b>

## 15. WORK SCHEDULE

Proponents to provide an estimated schedule indicating a commitment to perform the Services (use the spaces provided and/or attach additional pages, if necessary) or provide your own Gantt schedules as a separate attachment.

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#### 16. COVID SAFETY PLAN

Confirm the Proponent has a written COVID plan in place and is submitted as an attachment for review and approval?

Yes ☐ No ☐

#### 17. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

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#### 18. HEALTH AND SAFETY PROGRAM

a. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes ☐ No ☐

b. Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?

Yes ☐ No ☐

#### 19. NON-COMPLIANCE

Proponents shall fully disclose any requirement they are unable to comply with:

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#### 20. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

## 21. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, will accept the City's Contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature:</b>	
<b>Date:</b>	